

Terms of Reference

Project title:	Deepening efforts to accelerate the NDC implementation
Type of Position:	NDC platform Technical Assistance (Individual)
Type of contract:	Contractual modality with Ministry of Environment and Tourism
Duty Location:	Ulaanbaatar, Mongolia
Duration of contract:	6.5 months
Languages Required:	English and Mongolian
Expected Start Date:	15 February, 2020
Expected Finish Date:	Until end of August, 2020, extension is subject to structural review

1. Background

The climate change is one of the main issues that the Ministry of Environment and Tourism (MET), hereafter the Ministry, is mandated to deal with at the national level. Within this framework, the Ministry as a nationally designated authority for the United Nations Framework Convention on Climate Change (UNFCCC) is responsible to fulfill the implementation of the objective of the Convention and its Paris Agreement to contribute to the ambitious climate and sustainable development targets with the engagement of inter-sectoral stakeholders, while identifying and assessing the country's need to receive necessary technical and financial supports.

2. Purpose

The Ministry is encouraging the country-driven approaches founded on the principles of effective cooperation, together with horizontal and vertical coordination that can promote and fast-track the progresses and achievements and enhance collective impact of invested resources for the Nationally Determined Contribution (NDC) implementation. Within this scope, the Ministry has established the NDC Platform for better coordination and monitoring of the stakeholder engagement and their contributions.

Recognizing the importance of constructive coordination mechanism among stakeholders, the Ministry, jointly with UNDP, is seeking a Technical Assistance function that will be responsible in supporting the coordination of the NDC implementation efforts, as well as operationalization and maintenance of the NDC Platform. His/Her primary responsibility is to develop, improve, update and maintain Mongolia's NDC Platform on regular basis by engaging the relevant government authorities, academia, international partners, private sector partners, civil society, project implementing units and public.

3. Tasks and Responsibilities

3.1. Manage the day to day operation of the NDC Platform;

- Gather and prepare sectoral information and data to be incorporated in the platform;
- Translate and prepare contents in Mongolian and English for the web-based platform;
- Maintain the platform on a regular basis;
- Manage accounts dedicated for the stakeholders and duly provide technical support for requested party;
- Track, monitor and evaluate NDC implementation by requesting implementation reports from the stakeholders, by creating a dashboard;
- Create NDC-related hand-outs and brochures and disseminate to stakeholders;

- Regularly assist in any tasks assigned by the CCICD staff, especially regarding the NDC platform;

3.2. Other duties:

- Support the CCICD, MET, in
 - overall coordination of NDC implementation efforts;
 - engaging and conducting capacity building activity for the relevant stakeholders on climate change issues
- Draft project proposals on climate change mitigation and adaptation as required.

4. Expected Results/Deliverables:

- Up to date NDC platform, with necessary information, data, contents and key messages regarding NDC objectives, implementation progress and the role of the NDC in sustainable development;
- Appropriate strategies, plans and tools (e.g. platform, handout, brochures, etc.);
- Specific communications materials and knowledge products from different work areas; and
- Monthly, quarterly and final progress reports.

5. Management arrangements

Technical assistant will work under a direct supervision of the Director of the CCICD, MET and work closely with the NDC support project coordinator of UNDP and portfolio Programme officer at UNDP Country office. The position is accountable to both the Ministry and UNDP. Office space will be provided by the Ministry. The position is subject to the review in August/September, in accordance with the new Government structure.

Key parties for collaboration and communication

- Climate Change and International Cooperation Department (CCICD) of the Ministry of Environment and Tourism;
- The Climate Change Project Implementing Unit (CCPIU), Environment and Climate Fund (ECF)
- Other Ministries, Agencies and relevant sub-national Authorities;
- Academia
- Private sector stakeholders;
- International partner organizations;
- UNDP
- Others

6. QUALIFICATIONS

He/She will have the following qualifications:

- Post graduate degree in one of the following and/or related areas, governance, climate change environmental studies and public relations or communications in the environment sector;
- At least three (3) years of professional work experience, especially in effectively liaising and collaborating with Government entities

- Experiences in data sharing protocol among the Government entities, climate change mitigation and adaptation efforts and IT sector are considered an advantage.
- Fluency in both Mongolian and English (speaking, writing);
- Strong interpersonal skills; commitment to team work and to working across disciplines
- Demonstrated work history of professionalism, high-efficiency.

7. Application process

Individual applicants are requested to individually apply online at [UNDP procurement page](#) or all application materials should be submitted to the e-mail address (bids.mn@undp.org) by the date specified in the procurement notice. Incomplete applications will be excluded from further consideration.

UNDP applies a fair and transparent selection process that will take into account the competencies/skills of the applicants as well as their financial proposals. Qualified women and members of social minorities are encouraged to apply.

Recommended Presentation of Offer

The following documents should be provided:

- Letter of Confirmation of Interest** to conduct the assignment;
- Personal CV or P11**, indicating all experience from similar assignments, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- Brief description** of why the individual considers him/herself as the most suitable for the assignment, and
- A proposed work plan and methodology** on how they will approach and complete the assignment.

Note: Note: Instalments will be based on achievements of agreed (monthly) milestones *i.e.* upon delivery of the services specified in the TOR and certification by the Ministry and UNDP.

Criteria for Selection of the Best Offer

Selection criteria is Combined Scoring method – where the qualifications and methodology will be weighted a maximum of 70%, and combined with an interview which will be weighted a max of 30%. Criteria for technical qualifications is shown in Annex.

8. Evaluation criteria

Criteria	Weight	Max. point
Technical criteria 1: Education		20
Post graduate degree in one of the following and/or related areas, governance, climate change environmental studies and public relations or communications in the environment sector;		[20]
Technical criteria 2: Professional experience		50

At least three (3) years of professional work experience, especially in effectively liaising and collaborating with Government entities		[20]
Fluency in both Mongolian and English (speaking, writing);		[10]
Experiences in data sharing protocol among the Government entities, climate change mitigation and adaptation efforts and IT sector are considered an advantage.		[20]
Technical criteria 3 - Proposed methodology and approach		30
Excellent proposal with methodology and approach		[15]
Excellent report writing skills and analytical skill (sample product)		[15]
Technical Score	70	100

Applicants who passed 70% of Technical score will be invited for an interview, which will be weighted a maximum of 30%.

Weight for technical criteria	
Weak: below 70%	The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence
Satisfactory: 70-75%	The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence
Good: 76-85%	The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence
Very good: 86-95%	The individual consultant/contractor has demonstrated a VERY GOOD capacity for the analyzed competence
Outstanding: 96-100%	The individual consultant/contractor has demonstrated an OUTSTANDING capacity for the analyzed competence